

STAFF SELECTION COMMISSION
NOTICE
GRADE 'C' STENOGRAPHERS LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION, 2012
NEW DELHI, DATED 28.04.2012

No. 10/2/2012-P&P-II The Staff Selection Commission will hold a Limited Departmental Competitive Examination on **15.07.2012** at **DELHI, ALLAHABAD, MUMBAI, BANGALORE, KOLKATA, GUWAHATI, CHENNAI, CHANDIGARH AND RAIPUR** in accordance with the enclosed rules framed and already notified in the Gazette of India by the Department of Personnel and Training vide notification dated **11.05.1971** for making additions to the Select List for Grade 'C' Stenographers of the following Services/Cadres, subject to availability of confirmed number of vacancies:-

- (i) Central Secretariat Stenographers Service Grade 'C';
- (ii) Stenographers Cadre of Indian Foreign Service (B) Grade-II;
- (iii) Armed Forces Headquarters Stenographers Service Grade 'C';
- (iv) Railway Board Secretariat Stenographers Service Grade 'C';
- (v) Election Commission of India Stenographers Service Grade 'C';
- (vi) Central Vigilance Commission Stenographers service Grade 'C';

In addition to Departmental candidates from the above mentioned Services/Cadres, eligible Departmental candidates from Central Administrative Tribunal are also eligible to apply for this examination subject to fulfilling the conditions as laid down under "Rules" of the Notice. Such candidates will be considered for allocation in the offices of CAT only as per vacancies available and will not be allocated to other Cadre Authorities participating in the examination.

THE CENTRES AND THE DATE OF THE EXAMINATION MENTIONED ABOVE ARE LIABLE TO BE CHANGED AT THE DISCRETION OF THE COMMISSION. CANDIDATES ACCEPTED FOR ADMISSION TO THE EXAMINATION WILL BE INFORMED OF THE PLACE, TIME AND DATES THEY SHOULD PRESENT THEMSELVES FOR TAKING THE EXAMINATION.

2. (i) Number of vacancies in the Services mentioned above shall be as per vacancy to be ascertained from the indenting Cadres/Regional Offices of the Commission.
- (ii) Reservation for Scheduled Castes/Scheduled Tribes candidates shall be as per vacancy position reported by the indenting Cadres/Regional Offices of the Commission.
- (iii) Physically Handicapped/Challenged candidates having physical disabilities in one Leg (OL), Both Leg (BL), Blind (B) and Partially Blind (PB) are eligible for the post.
3. A candidate seeking admission to the examination must apply to the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504** in the prescribed application form.
4. Complete application form must reach the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi 110504**, on or before **25.05.2012** and in case of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and candidates residing abroad before **01.06.2012** accompanied in the Annexure. Application received after that date will not be considered.

Note: 1. Candidates must submit their application in the form prescribed for the Grade 'C' Stenographers Limited Departmental Competitive Examination, 2012. Application submitted on any format, different from the format published in the advertisement for the Grade 'C' Stenographers Limited Departmental Competitive Examination, 2012, will not be entertained.

Note: 2. Cadre Authorities of the applicant must send/forward the application form to the Commission before the closing date/last date.

Note: 3. Applications received after the closing date will not be entertained.

Note: 4. Commission will not be responsible for postal delay.

5. All communications in respect of an application should be addressed to **the Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504** and should contain the following particulars:-

- (i) NAME OF EXAMINATION.
- (ii) MONTH AND YEAR OF EXAMINATION.
- (iii) ROLL NUMBER OR DATE OF BIRTH IF ROLL NUMBER NOT COMMUNICATED TO CANDIDATE.
- (iv) NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS).
- (v) POSTAL ADDRESS AS GIVEN IN APPLICATION.

Communication not giving these particulars will not be attended to. In all correspondence with the Staff Selection Commission concerning this examination, candidates should invariably superscribe their envelopes and correspondence with the words and figures, **"Grade 'C' Stenographers Limited Departmental Competitive Examination, 2012."**

6. MINISTRY/DEPARTMENTS WHILE FORWARDING THE APPLICATION SHOULD CERTIFY THAT VACANCY IN RELEVANT CATEGORY TO WHICH THE CANDIDATE BELONGS IS/ARE AVAILABLE.

7. INSTRUCTIONS TO CANDIDATES

A. The candidate must carefully go through the Notice, the Rules, application form and other papers related to the examination, to verify his/her eligibility before filling up the application form. The conditions prescribed can in no case be relaxed.

THE CANDIDATE MUST SELECT, FROM AMONG THE CENTRES GIVEN IN PARAGRAPH 1 OF THE NOTICE, THE CENTRE AT WHICH HE/SHE WISHES TO APPEAR FOR THE EXAMINATION AND INDICATE THE SAME IN HIS APPLICATION. NO REQUEST FOR A CHANGE IN THE CENTRE WILL BE ENTERTAINED. THE COMMISSION MAY DIRECT THE CANDIDATE TO APPEAR IN ANY OTHER CENTRE, AT ITS OPTION.

THERE WILL BE NO CENTRE AT ANY INDIAN MISSION ABROAD. A CANDIDATE SERVING AT AN INDIAN MISSION ABROAD WILL HAVE TO APPEAR FOR THIS EXAMINATION IN INDIA AT HIS/HER OWN EXPENSE.

B. Application form and the sheet comprising two slips showing the name, address of the candidate must be completed in the candidate's own handwriting. All entries/answers should be in words and not by dashes or dots. Complete application form should be sent to the

Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504, so as to reach him/her by the last date prescribed in the Notice.

Note: CANDIDATES SHOULD CLEARLY SPECIFY IN COLUMN 6 OF THE APPLICATION FORM THE LANGUAGE IN WHICH THEY WISH TO TAKE THE STENOGRAPHY TEST. PARAGRAPH 9(iii) MAY ALSO BE REFERRED TO. OPTION ONCE EXERCISED SHALL BE FINAL AND NO REQUEST FOR ALTERATION SHALL BE ENTERTAINED. IF NO ENTRY IS MADE IN THE SAID COLUMN, THE MEDIUM OF STENOGRAPHY TEST SHALL BE TAKEN AS ENGLISH.

A candidate residing abroad or in the far off areas such as Andaman & Nicobar Islands or in Lakshadweep may at the direction of the Commission, be required to furnish documentary evidence to show that he/she was residing abroad or in the Andaman & Nicobar Islands or in Lakshadweep from a date prior to the date specified in the first **Sub-Para of Para 4 of the Notice**.

A candidate must submit his/her application through the Head of his/her Department or Office concerned who will complete the endorsement at the end of application form and forward it to the Commission.

C. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling in the application form.

D Details of the documents to be sent with the application.

(i) (a) Certified true copy of the first page of the service Book attested by the Head of Department or Office in which the candidate is employed at the time of making the application should show the name of the candidate in full, his/her father's name (Husband's name in the case of a married women) nationality, name of the Scheduled Castes/Scheduled Tribes in the case of candidates belonging to such caste or tribe, date of birth by the Christian Era (both in figures and words), educational qualification and specimen signature of the candidate.

(b) Certified true copy of the particulars of service since 01.08.2009 attested by the Head of Department or Office in which he/she is working at the time of making the application should show the posts held alongwith scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

(ii) Three copies of recent good quality passport size (5 cm. X 7 cm. approx) photograph of the candidate out of which one should be pasted on the application form.

Note: Photograph pasted on the application form must have been signed by the forwarding authority and his/her seal affixed on it.

Note: - The Commission may, if it considers necessary, call for the Service Book or other documentary evidence.

(ii) The documents required in support of claim for relaxation of age must be submitted alongwith the application failing which no relaxation in age will be allowed.

E. Candidates are warned that if an application is incomplete or wrongly filled in or is not accompanied by any one of the documents mentioned under paragraph 4 above the application is liable to be rejected and no appeal against its rejection will be entertained. In

case of specified valid reasons the document (s) not submitted with the application, without a reasonable explanation for its absence having been given, should be sent soon after the submission of the application and in any case they must reach the office of the Commission within 07 days from the closing date of the receipt of application failing which, the application is liable to be rejected.

Candidates are warned that they should in no case correct or alter or otherwise tamper with any entry in the documents submitted by them, nor should they submit tempered documents. If there is any inaccuracy or any discrepancy between two or more such documents, an explanation regarding the discrepancy may be submitted separately.

F. (i) A candidate disabled while in the Defence Services claiming age concession under Para 8D(d) of the Rules appended should produce an attested copy of a certificate in the form prescribed below from the Director General Resettlement, Ministry of Defence, to show that he/she was disabled while in the Defence Services, in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

Form of certificate to be produced by the candidate.

Certified that Rank No. Shri..... of Unit..... was disabled while in the Defence Services, in operations during hostilities with a foreign country in a disturbed area* and was released as a result of such disability.

Signature.....
Name.....
Designation.....
Date.....

***Strike out whichever is not applicable.**

(ii) A candidate disabled while in the Border Security Force claiming age concession under Para 8D(d) should produce an attested copy of a certificate in the form prescribed below from Director General Border Security Force to show that he/she was disabled while in the Border Security Force in operations during Indo-Pakistan hostilities of 1971 and was released as a consequence thereof.

Form of certificate to be produced by the candidate.

Certified that Rank No. Shri..... of Unit..... was disabled while in Border security Force in operation during the Indo-Pakistan hostilities of 1971 and was released as a result of such disability.

Signature.....
Name.....
Designation.....
Date.....

G. The fact that an application form has been supplied a certain date will not be accepted as an excuse for the late submission of an application. The supply of an application form does not ipso facto make the receiver eligible for admission to the examination.

H. If a candidate who sends his/her application by post, and does not receive an acknowledgement of his/her application within a fortnight from the last date of receipt of

applications for the examination, he/she should at once contact the Commission for the acknowledgement.

I Every candidate for admission to the examination will be informed, at the earliest possible date the result of his/her application, that is, whether he/she is eligible or not. It is not, however, possible to say when the result will be communicated. But if a candidate does not receive from the Staff Selection Commission, a communication regarding the result of his/her application one month before the date of the examination, he/she should at once contact the Commission alongwith documentary evidence that he/she had applied for the examination. Failure to comply with this provision will deprive the candidate of any claim to consideration.

J. Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

K. CHANGE IN ADDRESS: - A CANDIDATE MUST ENSURE THAT COMMUNICATIONS SENT TO HIM/HER AT THE ADDRESS STATED IN HIS/HER APPLICATION ARE REDIRECTED, IF NECESSARY, TO THEIR NEW ADDRESS. CHANGE IN ADDRESS SHOULD BE COMMUNICATED TO THE COMMISSION ALONGWITH TWO SLIPS SHOWING THE ROLL NUMBER, NAME AND NEW ADDRESS IN BLOCK CAPITALS AT THE EARLIEST OPPORTUNITY GIVING THE PARTICULARS MENTIONED IN PARAGRAPH-5 OF THE NOTICE. ALTHOUGH THE COMMISSION MAKES EVERY EFFORT TO TAKE ACCOUNT OF SUCH CHANGES, IT CAN NOT ACCEPT ANY RESPONSIBILITY IN THE MATTER.

8. RULES FOR THE EXAMINATION.

A. The rules for a Limited Departmental Competitive Examination for inclusion in the Select List for Grade 'C' of the Central Secretariat Stenographers Service, Grade-II of the Stenographers Cadre of Indian Foreign Service (B), Grade 'C' of the Armed Forces Headquarters Stenographers Service, Grade 'C' of the Railway Board Secretariat Stenographers Service, Grade 'C' of Election Commission of India Stenographers Service, Grade 'C' of Central Vigilance Commission Stenographers Service and Grade 'C' of Central Administrative Tribunal Stenographers Service/Court master to be held by the Staff Selection Commission in **2012** are published for general information.

B. The number of persons to be selected for inclusion in the select list will be determined later as given in para-2 of the Notice issued by the Commission. Reservations shall be made for the candidates belonging to the scheduled Castes and Scheduled Tribes as per vacancy position reported to the Commission by the indenting cadres/office.

A Scheduled Castes/Scheduled Tribes means any of the Castes/Tribes specified in the orders issued under Article 341-342 of the Constitution from time to time.

C. The examination will be conducted by the Staff Selection Commission in the manner prescribed in the Appendix to this Rules.

The dates on which and the place at which the examination will be held, shall be fixed by the Commission.

D. **Conditions of eligibility:-** Any regularly appointed Grade 'D' or Grade-III employee of the Central Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/Central Vigilance Commission Stenographers Service and Central Administrative Tribunal Stenographers Service/Court Master who satisfies the following conditions shall be eligible to appear at the examination and will be considered for vacancies in his/her service only. For example, Grade 'D' Stenographers

of the Railway Board Stenographers service will be eligible only for vacancies in Grade 'C' of the Railway Board Secretariat Stenographers Service.

(a) Crucial Date: (i) Armed Forces Headquarters Stenographers Service, Central Secretariat Stenographer Service and Railway Board Secretariat Stenographer Service - 01-07-2012.

(ii) Indian Foreign Service (B), Election Commission of India Stenographer Service, Central Vigilance Commission Stenographer Service and Central Administrative Tribunal Stenographer Service - 01-08-2012.

(b) Length of Service:

(i) An official belonging to the CSSS and RBSSS should have on crucial date, rendered not less than six years approved service as Stenographer Grade 'D'. Stenographers Grade 'D' of CSSS and Railway Board Sectt.

Provided that if the official had been appointed to Stenographer Grade 'D' of CSSS and RBSSS on the result of the Competitive Examination, including a Limited Departmental Competitive Examination the results of such examination should have been announced not less than six years before the crucial date and the official should have rendered not less than five years approved and continuous service in that grade.

(ii) The length of approved service is 5 years regular service on the crucial date in the grade of Stenographer Grade 'D' for the post of Stenographer Grade 'C' in Central Vigilance Commission.

(iii) 3 years approved and continuous service on the crucial date in Grade 'D' or Grade III Stenographers of AFHQ/IFS(B)/Election Commission/CAT.

Provided that if he/she had been appointed to Grade 'D' of the Armed Forces Headquarters Stenographers Service/Grade-III of the Stenographers Cadre of the Indian Foreign Service (B)/Grade 'D' of Election Commission of India Stenographers Service and Grade 'D' of the Central Administrative Tribunal on the results of the competitive examination, including Limited Departmental Competitive Examination result of such examination should have been announced not less than three years (3 years) before the crucial date and the candidate should have rendered not less than two years (2 years) approved and continuous service in the Grade as on crucial date.

Note:- Grade 'D' Stenographers who are on deputation to ex-cadre post with the approval of the competent authority and those having lien in Grade 'D' or Grade-III of the Stenographers Cadre of the CSSS, RBSSS Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/Election Commission of India Stenographers Service/Central Vigilance Commission Stenographers Service/Central Administrative Tribunal will be eligible to be admitted to the examination, if otherwise eligible.

This, however, does not apply to a Grade 'D'/Grade-III Stenographers who have been appointed to an ex-cadre posts or to another service on 'transfer' and does not have a lien in Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/Stenographers Cadre of the Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service /Central Vigilance Commission Stenographers Service and Central Administrative Tribunal Stenographers Service/Court Master.

(c) Age: - Candidates should not be more than **50 years** of age on the crucial date.

(d) The upper age limit prescribed above will be further relaxable:-

- (i) Upto maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes;
- (ii) Upto a maximum of three years (eight years for SC/ST) in case of Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof;
- (iii) Upto a maximum of three years (eight years for SC/ST) in case of Border security Force personnel disabled in operation during the Indo-Pakistan hostilities of 1971 and released as a consequence thereof;

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

(e) Stenography Skill Test:-Unless exempted from passing the Stenography test, for the purpose of confirmation or continuance in Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/Stenographer's Cadre of Indian Foreign service (B)/ Armed Forces Headquarters Stenographers Service/Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/Central Vigilance Commission Stenographers Service and Stenographers Grade 'D' of the Central Administrative Tribunal Stenographers/Court Master should have passed the test on or before the date of notification of the examination.

(E) The decision of the Commission as to the eligibility or otherwise of candidate for admission to the examination shall be final.

(F) No candidate will be admitted to the examination unless he/she holds a Certificate of Admission from the Commission.

(G) A candidate who is or has been declared by the Commission to be guilty of:-

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- (vii) Using unfair means in the examination hall, or
- (viii) Misbehaving in the examination hall, or
- (ix) Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or
- (x) Found in possession of mobile phones/cellular phones/pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using an fair means; or
- (xi) Harassing or doing bodily harm to the staff employed by the Commission for the conduction of the examination; or
- (xii) Violating any of the instruction issued to the candidates alongwith their Admission Certificates permitting them to take the examination; or
- (xiii) Taking away answer books/shorthand notes/typing script with him/her from the examination hall; or
- (xiv) Attempting to commit or, as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself to criminal prosecution, be liable:-
 - (a) To be disqualified by the Commission from the examination for which he/she is Candidate, or

- (i) By the Commission from any examination or selection held by them;
- (ii) By the Central Government from any employment under them; and
- (b) to disciplinary action under the appropriate rules.

MOBILE PHONES, IN SWITCH ON OR SWITCH OFF MODE, shall not be permitted in examination hall.

- (H). After the examination, the names of finally selected candidates will be arranged by the Commission, in separate lists, for the participating Cadres/Service in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and in that order so many candidates as are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select lists of Grade 'C' of the Central Secretariat Stenographers Service, Stenographers Cadre of Indian Foreign Service (B), Armed Forces Headquarters Stenographers Service, Railway Board Secretariat Stenographers Service, Election Commission of India Stenographers Service, Central Vigilance Commission Stenographers Service and Stenographers Grade 'C'/ Court Master post in Central Administrative Tribunal upto the required number.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes may, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for selection to the service.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes who have been recommended by the Commission without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

Note: - Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Grade 'C' Stenographers, of the Central Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Grade 'C' of the Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service/ and post of Stenographers Grade 'C'/Court Master in the office of Central Administrative Tribunal on the result of the examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of performance in the examination as a matter of right.

- (I) The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in its discretion and the Commission will not enter into correspondence with them regarding the result.
- (J) Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/her conduct in service is suitable in all respect for selection.
- (K) A candidate, who after applying for admission to the examination or after appearing at it resigns from his/her appointment in the Central Secretariat Stenographers service or Stenographers Cadre of India Foreign Service (B) or Armed Forces Headquarters Stenographers Service or Railway Board Secretariat Stenographers Service or Election Commission of India Stenographers Service or Central Vigilance Commission Stenographers Service or Central Administrative Tribunal Stenographers Service otherwise quits the Service or severs his/her connection with it, or whose services are terminated by his/her Department or who is appointed to an ex-cadre post or to lien in Grade 'D' of the Central Secretariat Stenographers Service, Grade III of Stenographers

Cadre of Indian Foreign Service (B) or Grade 'D' of Armed Forces Headquarters Stenographers Service or Railway Board Secretariat Stenographers Service or Election Commission of India Stenographers Service or Central Vigilance Commission Stenographers Service or Central Administrative Tribunal Stenographers Service will not be eligible for appointment on the results of this examination.

This however, does not apply to Grade 'D'/Grade-III Stenographers who have been appointed on deputation to an ex-cadre post with the approval of the Competent Authority.

9. **Scheme of Examination:**

- i) The subjects of the written examination and the maximum marks for each subject will be as follows:-

PART-A: WRITTEN EXAMINATION

Subject	Maximum Marks	Time for General Candidates	Time for VH Candidates
Paper: (Objective Type)		2 hours (Single Session)	2 hours 40 minutes (Single Session)
(a)General Awareness	100 Marks		
(b)Comprehension and writing ability of English Language	100 Marks		

Wherever, necessary the written examination may be held in two shifts.

Note I : -Questions relating to General awareness will be set both in Hindi and English. There will be no Question Paper in Braille for Visually Handicapped candidates.

Note II :- The Commission reserves the right to conduct written examination on-line.

Note.III:- There will be negative marking of 0.25 marks for each wrong answer in written examination.

Provision for Visually handicapped (VH) candidate:-

- (a) All the visually handicapped (VH) candidate with visual disabilities not less than forty percent(40%) including blind and partially blind persons who applied for the examination can avail the assistance of a Scribe. Scribe will be provided by the Commission only to such candidates who have sought a SCRIBE in the application form. Medium in which the candidate will take the examination will be taken into account providing the SCRIBE. No attendant will be allowed with such VH candidates inside the examination premises.
- (b) Candidates who are able to read to question paper and to write/indicate the answer with the help of magnifying glass shall be allowed to use the magnifying

glass in the examination hall. Such candidates will not be treated as visually handicapped candidate for the purpose of availing the assistance of scribe. Such candidates will have to bring their own magnifying glass in the examination hall and shall not be provided with a Scribe.

- (c) "one eyed" and Visually Handicapped candidate whose degree of visual disability is less than forty percent(40%) shall not be provided a scribe.

PART B: SHORTHAND SKILL TEST IN HINDI OR IN ENGLISH (FOR THOSE WHO QUALIFY IN THE WRITTEN EXAMINATION)- 200 MARKS.

Note:- Candidates will be required to transcribe their Shorthand Notes on Computer only provided by the Commission.

Passage Dictators will be provided to each of the Visually Handicapped candidates who will read out the transcribed materials to the visually handicapped candidates at the time of transcription.

The Commission may at its discretion hold the Shorthand Skill Test along with the Written Examination.

PART C: EVALUATION OF RECORD OF SERVICE OF SUCH OF THE CANDIDATES, AS MAY BE DECIDED BY THE COMMISSION IN THEIR DISCRETION ON THE BASIS OF PERFORMANCE IN WRITTEN EXAMINATION AND STENOGRAPHY SKILL TEST CARRYING A MAXIMUM OF 100 MARKS.

ii). The syllabus for the written Examination and the scheme of the Stenography Skill Test will be as shown in para(vii) below.

iii). Candidates qualified in the written examination are required to appear in Shorthand test either in English or in Hindi which will be of **200 marks**.

Note-1:- Candidates must indicate their medium for taking Stenography Test in column 6 of the application form. The option once exercised shall be treated as final and no requests for alteration in the said column shall ordinarily be entertained. If the requisite column of option is left blank by any candidate, his/her candidature is liable to be rejected.

Note-2:- Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment.

Note-3:- No credit will be given for Shorthand test taken in language other than the one opted by the candidate and indicated in the application form.

Note-4:- Candidates must not write/indicate answers partly in Hindi and partly in English as such an act will lead to summary rejection of the Answer Scripts. In such cases, the candidates will be awarded **ZERO** marks.

iv). Candidates must write the papers in their own handwriting.

v). The Commission has discretion to fix qualifying marks in any or all subjects of the examination.

vi) Only those candidates who obtain such minimum qualifying marks in the Written Examination as may be fixed by the Commission in their discretion will be called for Stenography test.

vii) Standards and Syllabus of the Written Test.

The standard of the question papers in **Part-A** will be approximately that of the matriculation examination.

Part-A

(a) **General Awareness:-** Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) Comprehension and Writing Ability of English Language:-

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also.

PART-B

SCHEME OF SHORTHAND TEST

(i) **For General Candidates:-** The Stenography/Shorthand test in English will comprise Dictation Test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer.

The Stenography/Shorthand Test in Hindi will comprise Dictation test at **100 words per minutes for 10 minutes which the candidates will be required to transcribe in 55 minutes on the Computer.**

(ii) For VH Candidates (with visual disability of 40 percent and above).

Visually Handicapped candidates with visual disability for forty percent (40%) and above will be required to transcribe the matter in **70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand Test.**

Passage Dictators will be provided to each of the Visually Handicapped candidates who will read out the materials transcribed on the computer to the Visually Handicapped candidates.

Note No exemption from Stenography test will be granted to any category of candidates on any condition/circumstance.

10. GENERAL INSTRUCTIONS TO THE CANDIDATES

I INTRODUCTION

- (1) These instructions contain details pertaining to various aspects of the examination you are going to take and important instructions about the related matters. The assessments of answer sheet of '**Objective Multiple Choice Type**' will be done by a computerized machine. Hence, you should carefully read the instructions regarding handling of the answer sheet and the method of marking answers.
- (2) The Commission will reject the candidature of a candidate who does not qualify the eligibility criteria at any stage.
- (3) Please note that since this is a competitive examination, mere passing is not adequate. Your rank in the order of merit will be the criterion for final selection. You should, therefore, put in your best efforts in the examination.

II GENERAL INSTRUCTIONS

- (1) Please note carefully your Roll Number, Ticket Number, date, time and venue for the examination given in the Admission Certificate. Seating Plan will be displayed in the venue as per ticket number.
- (2) **Punctuality in Attendance:** You should be present in the examination Hall at least half-an-hour before the exam and you will not be allowed to leave the examination hall until the exam is over. Candidates arriving late will not be permitted to enter the Examination Hall.
- (3) **Photo bearing attendance sheet to be surrendered.** Therefore, bring it with you when you come to the venue for the examination. You will not be permitted to appear for the examination if you do not bring the Admission Certificate with the photograph affixed on it. You will be required to sign in the space provided for candidate's signature in the attendance sheet in the presence of the invigilator in the Examination Hall.
- (4) **Compliance with Instructions:** You should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination for which you have been called. If you violated the instructions your candidature may be cancelled.
- (5) **Use of Books, Notes and Copying or receiving/Giving Assistance would be considered as cheating :** No calculator, separate or with watch, books, slide rules, foot rules, notebooks, pagers, mobile phones or written notes will be allowed inside the examination hall. Any candidate who is found either copying or receiving or giving assistance will be disqualified.
- (6) Instructions to fill in the information on the answer-sheet are explained below.
- (7) **Use of Ball-point Pen:** Use only Black/Blue Ball-point Pen for filling up the information in Part-A and Part-B of answer sheet.
- (8) **Handling the Answer-sheet:** Please handle your answer-sheet with extreme care and keep it dust free. If it is mutilated, torn, folded, wrinkled or rolled. It may not be read by the machine. Answer-sheets and question papers will be supplied in the examination hall. After the test is over, you should hand over the answer-sheet to the invigilator before leaving the room. Any candidate who does not return answer-sheet or is found to attempt to take or pass on the question booklet/answer-sheet inside or outside the examination hall will be disqualified and

the Commission may take further action against him as per rules. After the examination is over, the candidates will be allowed to take away the question booklet given to them.

(9) Rough work to be done on the booklet: You should do all the necessary rough work on test booklet/question paper only. You should not do your rough work on the answer-sheet or any other paper. If any rough work is done on the answer-sheet, your answer-sheet will not be assessed.

(10) One Single Answer-sheet: There will be a single answer-sheet covering all parts. You will use this answer-sheet only.

(11) Method of Showing Answer-sheet: All your answers must be marked in the answer-sheet only.

(12) Information on the Answer-sheet: Candidate should write his/her name, Roll No. Ticket No. Name of the Examination as mentioned in Admission Certificate, Date of Birth, Test form number correctly, in the relevant places in OMR answer sheet. Answer sheet not bearing candidates Name, Roll No, Ticket No. Test Form No, Signature, left hand thumb impression or in which details have not been properly shaded will not be evaluated and zero marks will be awarded to them. If any candidate belonging to reserved category does not write and shade their category properly, they will be treated as belonging to UR category.

(13) Travelling allowance not admissible: No travelling allowance or other expenses in connection with the examination will be paid.

(14) No change of centre will be allowed under any circumstance.

III METHOD OF SHOWING ANSWERS FOR OBJECTIVE TYPE QUESTION PAPER.

Each question is followed by answers **A, B, C and D**. Select the appropriate answer. Then by using Black/Blue ball point pen, blacken the rectangle bearing the correct answer number against the serial number of the question.

How to change your Answer: If you wish to change your answer **ERASE COMPLETELY** without smudges the already darkened rectangle by using good quality eraser and then blacken the new rectangle with your revised answer.

Note: - You may also see the additional instructions to candidates available on the Commission's web Site: <http://ssc.nic.in>.

STAFF SELECTION COMMISSION

GRADE 'C' STENOGRAPHERS LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2012

APPLICATION FORM

DATE OF EXAMINATION: 15.07.2012

OPENING DATE: 28.04.2012

CLOSING DATE: - 25.05.2012

FOR CANDIDATES SERVING ABROAD AND IN THE
FAR OFF AREAS SUCH AS ANDAMAN AND NICOBAR
ISLANDS AND IN LAKSHADWEEP: 01.06.2012

Affix Signed Passport
Size (5 cms x 7 cms
approx) vide paragraph 4
(i) (ii) of instructions to
candidates contained in
the Annexure.

To be filled in by the candidate in his/her own
handwriting

Signature of the candidate
in black ball point pen

ALL ANSWERS MUST BE GIVEN IN WORDS AND FIGURES AND NOT BY DASHES OR DOTS,
ABBREVIATION SHOULD NOT BE USED

PART-1 TO BE COMPLETED BY THE CANDIDATE

1	Name in full (in Block Letters)	Shri/Shrimati/Kumari		
2	Name and full postal address of the Ministry/department/Office in which you are working at the time of applying (in Block Letters)			
3	Indicate Name of the Centre where you wish to take the examination.			
4	Exact Date of Birth (by Christian era)	Date	Month	Year

5. (a) (i) Are you member of Scheduled caste? : Yes/No
- (ii) Are you member of Scheduled Tribe? : Yes/No
- (b) (i) Are you applying for the examination under age concession : Yes/No

(ii) If the answer to (b) above is 'Yes' state the category out of the Categories mentioned in Para 8(D)(d) to which you belong. :

(iii) Are you Physically Handicapped candidate? : Yes/No

(iv) Indicate the nature of Physical Disabilities, viz. (OL/BL/PB/B) :

(v) Do you belong to Visually Handicapped with visual disability of 40% (forty percent) and above including Blind/Partially Blind category? : Yes/No

(vi) Degree of Visual Disability in percent.

(vii) If yes, whether you desire the assistance of SCRIBE Yes/No.

(viii) If, scribe is engaged, indicate medium of language for answering the papers by scribe. Write Hindi or English.

6. The language in which you wish to take Stenography Test . : Hindi/English

7. Give in chronological order complete details of the service rendered by you under Government in different offices and in different Grades.

Name of the Deptt/ Office	Post held & Scale of pay	State whether Post held permanently/on probation/temporary.	From	To

8. (a) Are you a permanent or regularly appointed Stenographer Grade 'D' of the Central Secretariat Stenographers Service/ Stenographers Cadres of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service/ Grade 'D' Stenographer of CAT? : Yes/No

(b) If the answer to (a) above is 'Yes' indicate the date of :
your continuous appointment as Stenographer Grade 'D'
in the Cadre.

(c) Indicate the name of the Cadre to which you belong. :

9. (a) Are you holding an ex-Cadre Post? : Yes/No

(b) If the answer to (a) above is 'Yes' please state whether

(i) The deputation to the Ex-Cadre post has the approval : Yes/No
of the competent authority.

(ii) Whether the Ex-Cadre post is a transfer post? : Yes/No

(iii) Do you continue to held lien on Grade 'D'/Grade-III of the :Yes/No
Central Secretariat Stenographers Service/
Stenographers Cadres of Indian Foreign Service (B)/
Armed Forces Headquarters Stenographers Service/
Railway Board Secretariat Stenographers Service/
Election Commission of India Stenographers Service/
Central Vigilance Commission Stenographers Service and
Steno Grade 'D' of Central Administrative Tribunal.

10. (a) Have you passed the Stenography test held by : Yes/No
Staff Selection Commission for the purpose
of Appointment /confirmation or continuance in
Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/
Stenographers Cadres of Indian Foreign Service (B) Armed Forces
Headquarters Stenographers Service/Railway Board Secretariat
Stenographers Service/Election Commission of India Stenographers
Service/Central Vigilance Commission Stenographers Service/and Steno
Grade 'D' of Central Administrative Tribunal?

(b) If, the answer to (a) above is 'Yes' then indicate :
The name of the examination, the date of Stenography
Test and your Roll Number.

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- | | |
|--|----|
| 11. Give a list of the documents attached with the | 1. |
| application (Please see paragraph 4 and 6 | 2. |
| of the Annexure to the Notice). | 3. |
| | 4. |
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DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that:-

(a) All statements made in this application are true, complete and correct to the best of my knowledge and belief.

(b) The Original certificates required to be submitted vide para-4 of the "Instructions to Candidates" of which attested copies have been attached by me with this application, are in my possession and the same will be produced on demand.

*Signature -----
Date -----
Place -----
Telephone Number -----

*Unsigned applications will be summarily rejected.
Strike out portion not applicable.
PH candidates unable to sign may affix left hand thumb impression.

PART-2 TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING

Certified that:

- (1) The information given by Shri/Shrimati/Kumari
*in column 1,4,5 and 7 to 10 of the application have been verified with reference to his/her service record and are correct.
- (2) It has been verified from his/her *service records that he/she *belong to Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*.
- (3) There are no circumstance rendering him/her *unsuitable for promotion to the post of the Grade 'D'/Grade-III Stenographers in the Central Secretariat Stenographers Service/Stenographers Cadre of Indian Foreign Service (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service and Central Administrative Tribunal Stenographers Service.
- (4) He/She *is a regularly appointed temporary/quasi-permanent officer of Grade 'D' of the Central Secretariat Stenographers Service/Stenographers Cadre of Indian Foreign Service (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service and Central Administrative Tribunal Stenographers Service with effect from -----and continue to be so employed.
- (5) He/She *is on deputation to Ex-Cadre post held by him/her *with the approval of the competent authority.
- (6) He/She *is appointed against a 'transfer' post and continue to have lien on the post mentioned in Sub-Para (4).
- (7) It has been verified from his/her* service record that he/she* has been exempted from passing the Commission's Stenography test for the purpose of confirmation or continuance in Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/Stenographers Cadre of the IFS (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service and Central Administrative Tribunal Stenographers Service before the notification of the examination.
- (8) It has been verified from his/her* service records that he/she* has passed the Commission's Stenography test for the purpose of confirmation or continuance in Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/Stenographers Cadre of the IFS (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service/ Central Vigilance Commission Stenographers Service and Central

Administrative Tribunal Stenographers Service before the notification of the examination.

Certified true copy of the first page of Service Book of the candidate and certified true copy of the particulars of his/her* service during the **3 years** ending **01.08.2012** have been enclosed.

Certified also that he/she* has submitted his/her application to the department/Office onfor onward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/Ministry.

Signature.....

Name.....

Designation.....

Department/Office.....

Complete Postal Address.....

Date.....

Telephone No.....

Strike out portion not applicable.

Note-1: Forwarding Authority may sign the photograph of the candidate pasted on the application form and also put his/her seal half on the photograph and half on the application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

Note-2: The complete application of the candidate which will be forwarded the department to the Commission after the closing date must accompany the Department certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after a fortnight from the closing date will be accepted under any circumstances.